



HOW TO COMPLETE THE PROFESSIONAL FITNESS QUESTIONS ONLINE

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BACKGROUND

Warning: If you disclose an incident that you do not have to disclose, the Commission will not act based on that information. However, failure to disclose any required information is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential.

When completing your application online you will be asked ten professional fitness or background questions. You will be asked about arrests, convictions, changes in education employment status as a result of misconduct, and disciplinary actions taken against a teaching or other license.

The Commission will evaluate your fitness to be granted a credential based on your answers to these questions and our review of criminal history reports, an international database of teacher misconduct, previous reviews by the Commission, reports of educator misconduct from school districts and violations of teacher preparation tests.

HOW TO COMPLETE THE PROFESSIONAL FITNESS QUESTIONS

1. Carefully read each Professional Fitness Question listed below under “Professional Fitness Questions You Will Be Asked.”

2. Decide if you must answer “yes” to any of the questions.

3. Decide if you need to gather documents related to your misconduct.

a. Answer “no” to all questions. If you can answer “no” to all ten questions, you should log back onto CTC Online. After you navigate to the Professional Fitness Questions, select “no,” and “next” for all ten questions.

b. This is your first application for a California credential. Read the instructions for any question(s) requiring a “yes” response from you. You must obtain the required documentation before completing

your application because the system will not save your confidential information after 15 minutes without activity. Then go back to CTC Online and complete the questions. Mail these and all other documents to the Commission's address below.

c. You must answer "yes" to any Professional Fitness Question that you have NOT disclosed to the Commission before. The CTC Online system, which was implemented on May 29, 2012, will save your responses to the Professional Fitness Questions. Read the instructions for every Professional Fitness Question for which you must answer "yes." You must obtain the required documentation before completing your application because the system will not save your confidential information after 15 minutes without activity. Then go back to CTC Online and complete the questions. Mail these and all other documents to the Commission's address below.

d. If you must answer "yes" to any question and you have used CTC Online before. The CTC Online system, which was implemented on May 29, 2012, will save your responses to the Professional Fitness Questions. When CTC Online displays your prior responses to you and there is no new misconduct then you may answer "no, aside from information that may be shown below..." You do not need to provide any documents related to your misconduct.

Navigating the system. When you select "yes" and "next," another screen will appear asking you several detailed questions. You should complete these questions by selecting "new." For each incident, select "new" and complete a separate form.

50 day deadline does not apply. Education Code section 44350 requires the Commission to process an application within 50 business days of receipt. The timeline pertains to all applications whether submitted online or by paper through the U.S. mail. The only exceptions to the 50-day processing timeline are applications submitted by individuals who must undergo a Commission professional fitness review.

PROFESSIONAL FITNESS QUESTIONS YOU WILL BE ASKED

You will be asked:

1. Aside from information that may be shown below, have you ever held any credential or license authorizing service in the public schools in another state?
2. Aside from information that may be shown below, have you ever been:
 - dismissed;
 - non-reelected;
 - suspended without pay for more than ten days;
 - retired;
 - resigned from; or
 - otherwise left school;because of allegations of misconduct or while allegations of misconduct were pending?

3. Aside from information that may be shown below, have you ever been convicted of any felony or misdemeanor in California or any other place? (You may omit misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed.)
4. Aside from information that may be shown below, are you currently the subject of any inquiry or investigation by a state or federal law enforcement agency or a licensing agency in California or any other state?
5. Aside from information that may be shown below, have you *ever been* the subject of an inquiry or investigation by a:
 - state law enforcement agency;
 - federal law enforcement agency;
 - licensing agency in California;
 - licensing agency in any other state;regarding alleged misconduct that involved children or took place on school property?
6. Aside from information that may be shown below, are any criminal charges currently pending against you?
7. Aside from information that may be shown below, is any disciplinary action now pending against you in any school district or with any other school employer?
8. Aside from information that may be shown below, have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service for teaching:
 - revoked;
 - and/or otherwise subjected to any other disciplinary action (including an action that was stayed) for cause;in California or any other state or place?
9. Aside from information that may be shown below, have you ever had any professional or vocational (not teaching or educational) license:
 - revoked;
 - and/or otherwise subjected to any other disciplinary action (including an action that was stayed) for cause;in California or any other state or place?

10. Aside from information that may be shown below, have you ever had any application for a credential, including but not limited to, any Certificate of Clearance, permit, credential, license, or other document authorizing public school service or teaching:
- denied;
 - and/or rejected for cause;
- in California or any other state or place?

Mail all documents to the Commission on Teacher Credentialing, Certification, Assignment, and Waivers Division, Attention: Applications, 1900 Capitol Avenue, Sacramento, California 95811-4213.

If you have any questions about the Professional Fitness Questions, you can contact the Commission by email (CTC-PFQquestion@ctc.ca.gov) or telephone (916-445-0243)

DETAILED INSTRUCTIONS FOR EACH PROFESSIONAL FITNESS QUESTION

DETAILED INSTRUCTIONS FOR QUESTION 1

Question 1. Aside from information that may be shown below, have you ever held any credential or license authorizing service in the public schools in another state?

Do not disclose: Any California credential.

Documents you must provide, if available: You do not need to provide the out of state credential.

Note: The state, credential type and credential number should be on the credential. However, not all states have all the information available.

You will be asked online

State: Select the state where you earned your credential or license authorizing service in the public schools from the pull-down list. You cannot select California. We have your California credential records. This is a required field.

Credential Type: Enter the type, such as elementary school, single subject, high school or multiple subject. This is a required field.

Credential Number: If the credential has a number or other unique identifier, enter it here.

DETAILED INSTRUCTIONS FOR QUESTION 2

Question 2. Aside from information that may be shown below, have you ever been:

- dismissed;
- non-reelected;
- suspended without pay for more than ten days;
- retired;
- resigned from; or
- otherwise left school;

because of allegations of misconduct or while allegations of misconduct were pending?

Do not disclose: Resignation or retirement from school that were NOT the result of misconduct.

Documents you must provide, if available: You must send the Commission a copy of any documents related either to the charges or allegations against you, or to any action taken by your employer, including the:

- Accusation
- Notice or statement of charges against you
- School district investigation reports
- Memoranda concerning the allegations
- Statement of charges
- Decisions
- Final actions
- Request for hearing or final decision
- Letter of resignation or retirement
- Settlement agreement
- Police reports

You will be asked online

Indicate the action taken: Select either dismissed, non-reelected; suspended without pay for more than ten days; retired; resigned from; or otherwise left school, or other. If the action is not on this list, select “other” and record it below. This is a required field.

Enter details here if “Other” was selected above. Enter the type of action, if it was not one of the actions listed above.

Effective Date or From Date (if Action Taken was Suspension w/o Pay): Enter the date the action was effective. If you were suspended without pay, enter the beginning date of the suspension.

To Date (if Action Taken was Suspension w/o Pay): If you were suspended without pay, enter the ending date of the suspension.

Name of Employing School District at the time of the misconduct: Include the full name, without initials or abbreviations, of the school district where you were working. If you were not employed by a school district (such as a county office of education, charter school or private school), enter the name of the employing entity. This is a required field.

Address: Enter the full address (including zip code) of the school district or employing agency above. This is a required field.

Contact Person (if known): Enter the name of any contact person, if known.

Contact Phone Number: Enter the entire phone number including the area code for the contact person above.

Employment Start Date: Enter the date you started employment with the school district or employing agency.

Employment End Date: If you are no longer employed by the school district or employing agency, enter the date you ended employment.

Were children involved? Select "yes" or "no." This is a required field.

Did the incident occur on school grounds? Select "yes" or "no." This is a required field.

Did the incident occur during school hours? Select "yes" or "no." This is a required field.

Please provide a detailed explanation regarding the incident(s) that resulted in the above action.

If you answered "yes" to the questions above regarding children, school grounds or school hours, explain in detail: You must submit a concise description, in your own words, of what happened. You are limited to 500 characters in this field. If you answered, "yes" to the questions above regarding children, school grounds or school hours, please explain why you answered "yes." This is a required field.

DETAILED INSTRUCTIONS FOR QUESTION 3

Question 3. Aside from information that may be shown below, have you ever been convicted of any felony or misdemeanor in California or any other place? (You may omit misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed.)

Disclose:

- All misdemeanor or felony criminal convictions including those based on a plea of no contest.
- All convictions no matter how much time has passed. Use a separate form for each incident. For more than one incident, charge or conviction select “new” and complete a separate form.
- All convictions, even if the case was dismissed pursuant to Penal Code section 1203.4.

Do not disclose:

- If you were under 18 years old and convicted in Juvenile Court.
- Misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction, in accordance with Health & Safety Code sections 11361.5 and 11361.7.
- Infractions. Infractions include many traffic, moving violations and a handful of other criminal offenses. Driving under the influence is NOT an infraction.

If you are in doubt, always err on the side of disclosing a conviction. Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential.

Documents you must provide, if available:

- A certified copy of the criminal complaint and any documents concerning your conviction (such as a plea agreement or sentencing document) showing the offense, the plea you entered, and the sentence or other resolution of the charges. These documents can be obtained from the court where you were prosecuted and must be certified by the court. If any of the documents have been purged or are otherwise not available, you must submit a letter from the court, on its official letterhead, stating which document is no longer available.
- A certified copy of the police report written by the police department or sheriff’s office where you were investigated and/or arrested or cited. If the law enforcement agency that investigated the crime will not give you a copy of its report, or the report is no longer available, you must

submit a letter from that agency, on its official letterhead, stating why it will not give you a copy, e.g., the report is no longer available.

- A certified copy of any court documents showing that the conviction has been expunged from your record or dismissed (usually under Penal Code section 1203.4) or that a felony conviction has been reduced to a misdemeanor (usually under Penal Code section 17(b)). (If you would like to know if your conviction can be expunged or reduced, you can contact an attorney, a public defender, or legal aid.)

If you are unsure of your criminal history record, you can request the records, if any, from both the U.S. Federal Bureau of Investigation and the California Department of Justice. See below for additional information.

FBI - http://www.fbi.gov/about-us/cjis/background-checks/background_checks

California Department of Justice - <http://oag.ca.gov/fingerprints/security>

You will be asked online

I was charged with, cited, ticketed, arrested, or accused of a: Select either felony, misdemeanor or other.

Enter details here if "Other" was selected above: Enter information here if you were charged with something other than a felony or misdemeanor.

Code: This is a pull-down menu of common violations. Select your violation by clicking on the blue >. The Code (example, Vehicle Code or Penal Code), Code section (example, 23152(a) or 484) and Other Offense Code or common name (example, driving under the influence or petty theft) will auto populate. If your violation is not on the pull-down menu, select "other" and enter it below in "Other Offense Codes." If you were charged with more than one felony or misdemeanor, add the others on another online form by selecting "new" again.

Code Section: The system will auto fill your selection above.

Other Offense Codes: If the offense is not on the pull down above, enter the offense charged against you without abbreviations or initials and include the common name of the offense. For example: Penal Code section 503, embezzlement.

Date of offense: Select date. This is a required field.

I was convicted of a: This is a pull-down menu of common violations. If your conviction is not on the pull down menu, select "other" and enter it below in "Other Offense Codes." This is a required field.

Enter details here if "Other" was selected above: Enter the offense you were convicted of without abbreviations or initials and include the common name of the offense. For example, Penal Code section 503, embezzlement.

Code: This is a pull-down menu of common violations. If yours is not on the menu, select "other" and enter it below in "Other Offense Codes".

Code Section:

Other Offense Codes: Enter the conviction without abbreviations or initials and include the common name of the offense. For example, Penal Code section 503, embezzlement.

Location of offense: Enter the city and state where the offense occurred.

Law Enforcement agency: This is a pull-down menu of many law enforcement agencies. If the law enforcement agency that cited, ticketed or arrested you is not on the pull down menu, select "other" and enter it below in "Enter details if "Other" was selected above". This is a required field.

Enter details if "Other" was selected above: Enter the name of the law enforcement agency, if it is not on the pull down menu above. Enter the full name without initials or abbreviations.

Court of jurisdiction: This is a pull-down menu of many courts. If yours is not on the menu, select "other" and enter it below in "Enter details if "Other" was selected above":

Enter details here if "Other" was selected above: Enter the name of the court, if it is not on the pull down menu above.

Date of conviction. This is the date you were convicted. This date is on your court records. This is a required field.

Plea and conditions of probation, if any, such as days in jail, restitution, fines, stay away from minors and parks, surrender credential: This information should be on the documents concerning your conviction (such as a plea agreement or sentencing document) showing the offense, the plea you entered, and the sentence or other resolution of the charges. This is a required field.

Were children involved? Select "yes" or "no." This is a required field.

Did the incident occur on school grounds? Select "yes" or "no." This is a required field.

Did the incident occur during school hours? Select "yes" or "no." This is a required field.

Were the convictions dismissed or expunged pursuant to Penal Code Section 1203.4? If so, please provide a certified copy of the dismissal form.: Select yes or no.

Was the felony(s) reduced to a misdemeanor under Penal Code Section 17(b)? If so, please provide a certified copy of the form showing the reduction: Select yes or no. If you obtained relief under Penal

Code section 17(b), record your conviction as a misdemeanor, because Penal Code section 17(b) reduces a felony conviction to a misdemeanor conviction.

Please provide a detailed explanation regarding the incident(s) that resulted in the above action.

If you answered "yes" to the questions above regarding children, school grounds or school hours, explain in detail: You must submit a concise description, in your own words, of what happened. You are limited to 500 characters in this field. If you answered, "yes" to the questions above regarding children, school grounds or school hours, please explain why you answered "yes." This is a required field.

DETAILED INSTRUCTIONS FOR QUESTION 4

Question 4. Aside from information that may be shown below, are you currently the subject of any inquiry or investigation by a state or federal law enforcement agency or a licensing agency in California or any other state?

Do not disclose: Disclose criminal convictions or final licensing actions. Criminal convictions should be disclosed in question 3. Final licensing actions should be disclosed in question 8 or 9.

Documents you must provide, if available:

- School district investigation reports
- Police reports
- Statement of charges, accusations
- Statement of accusations
- Request for hearing, final decision
- Letter of resignation or retirement
- Settlement agreements

You will be asked online

Date of incident: Select the date the incident allegedly occurred. This is a required field.

Location of incident: Enter the city and state where the incident allegedly occurred. This is a required field.

Current Status of the Investigation: Status could be arrested but not charged, charged with or without a court date, investigation begun, received statement of charges or accusation, requested a hearing, currently in a trial or hearing.

Name of Investigating Agency: Use full name and no initials or abbreviations. This is a required field.

Enter details here if "Other" was selected above: Enter the name of the investigating agency, if it is not on the pull down menu above. Enter the full name without initials or abbreviations.

Address: Include full address and zip code.

Contact Person (if known): Enter the name of any investigating agency contact, if known.

Contact Phone Number: Include the entire phone number including the area code.

Were children involved? Select "yes" or "no." This is a required field.

Did the incident occur on school grounds? Select “yes” or “no.” This is a required field.

Did the incident occur during school hours? Select “yes” or “no.” This is a required field.

Please provide a detailed explanation regarding the incident(s) that resulted in the above action.

If you answered "yes" to the questions above regarding children, school grounds or school hours, explain in detail: You must submit a concise description, in your own words, of what happened. You are limited to 500 characters in this field. If you answered, "yes" to the questions above regarding children, school grounds or school hours, please explain why you answered “yes.” This is a required field.

DETAILED INSTRUCTIONS FOR QUESTION 5

Question 5. Aside from information that may be shown below, have you *ever been* the subject of an inquiry or investigation by a:

- state law enforcement agency;
- federal law enforcement agency;
- licensing agency in California;
- licensing agency in any other state;

regarding alleged misconduct that involved children or took place on school property?

Do not disclose: Disclose criminal convictions or final licensing actions. Criminal convictions should be disclosed in question 3. Final licensing actions should be disclosed in question 8 or 9.

Documents you must provide, if available:

- School district investigation reports
- Police reports,
- Statement of charges, accusations,
- Statement of accusations
- Request for hearing, final decision,
- Letter of resignation or retirement, and
- Settlement agreements
- Court records

You will be asked online

Date of alleged incident: Select the date of the alleged incident. This is a required field.

Location of alleged incident: Only city and state is necessary. This is a required field.

Current status of the investigation: Status could be arrested but not charged, charged with or without a court date, investigation begun, received statement of charges or accusation, requested a hearing, currently in a trial or hearing.

Name of investigating state or federal law enforcement agency or licensing agency: Enter the full name of the agency with no initials or abbreviations. This is a required field.

Address: Enter the full address, including the zip code. This is a required field.

Contact Person (if known): Enter any known contact person.

Contact Phone Number: Include the area code

Were children involved? Select “yes” or “no.” This is a required field.

Did the incident occur on school grounds? Select “yes” or “no.” This is a required field.

Did the incident occur during school hours? Select “yes” or “no.” This is a required field.

Please provide a detailed explanation regarding the incident(s) that resulted in the above action.

If you answered "yes" to the questions above regarding children, school grounds or school hours, explain in detail: You must submit a concise description, in your own words, of what happened. You are limited to 500 characters in this field. If you answered, "yes" to the questions above regarding children, school grounds or school hours, please explain why you answered “yes.” This is a required field.

DETAILED INSTRUCTIONS FOR QUESTION 6

Question 6. Aside from information that may be shown below, are any criminal charges currently pending against you?

Do not disclose: Convictions. Criminal convictions should be disclosed in question 3.

Documents you must provide, if available:

- Police reports
- School district investigation reports

You will be asked online

I was charged with, cited, ticketed, arrested for, or accused of a: Select felony, misdemeanor or other. If “other” you must describe it below. This is a required field.

Enter details here if “Other” was selected above: If not a felony or misdemeanor, describe it here.

Did the incident occur in California? Select yes or no.

I was charged with, cited, ticketed, arrested, or accused of a: Select felony, misdemeanor or other.

Enter details here if “Other” was selected above: Enter information here if you were charged with something other than a felony or misdemeanor.

Code: This is a pull-down menu of common violations. Select your violation by clicking on the blue >. The Code (for example Vehicle Code or Penal Code), Code Section (23152(a) or 484) and Other Offense Code or common name (driving under the influence or petty theft) will auto populate. If your violation is not on the pull-down menu, select “other” and enter it below in “Other Offense Codes.” If you were charged with more than one felony or misdemeanor add the others on another online form by selecting “new” again.

Code Section: The system will auto fill your selection above.

Other Offense Codes: If the offense is not on the pull down above, enter the offense charged against you without abbreviations or initials and include the common name of the offense. For example: Penal Code section 503, embezzlement.

Date of alleged incident: Select the date. This is a required field.

Location of offense: Only city and state is necessary. This is a required field.

Law enforcement agency: Select one of the agencies, if the agency is not on the list, select "other" and record it below. This is a required field.

Enter details here if "Other" was selected above:

Court of jurisdiction: Select one of the courts, if the court is not on the list, select "other" and record it below.

Enter details here if "other" was selected above:

Were children involved? Select "yes" or "no." This is a required field.

Did the incident occur on school grounds? Select "yes" or "no." This is a required field.

Did the incident occur during school hours? Select "yes" or "no." This is a required field.

Please provide a detailed explanation regarding the incident(s) that resulted in the above action.

If you answered "yes" to the questions above regarding children, school grounds or school hours, explain in detail: You must submit a concise description, in your own words, of what happened. You are limited to 500 characters in this field. If you answered, "yes" to the questions above regarding children, school grounds or school hours, please explain why you answered "yes." This is a required field.

DETAILED INSTRUCTIONS FOR QUESTION 7

Question 7. Aside from information that may be shown below, is any disciplinary action now pending against you in any school district or with any other school employer?

Do not disclose: A disciplinary action that is final. A change in employment due to misconduct should be disclosed in Question 2.

Documents you must provide, if available:

- School district investigation reports
- Statement of charges
- Statement of accusations
- Request for hearing or final decision
- Letter of resignation or retirement
- Settlement agreement
- Police reports

You will be asked online

Name of Employing School District: Include the full name of the school district and do not use initials or abbreviations. This is a required field.

Contact Person: Enter the name of any contact person, if known.

Contact Phone Number: Include area code

Employment Start Date: Enter the date you started employment with the school employer.

Employment End Date: If you are no longer employed by the school employer, enter the date you ended employment.

Were children involved? Select "yes" or "no." This is a required field.

Did the incident occur on school grounds? Select "yes" or "no." This is a required field.

Did the incident occur during school hours? Select "yes" or "no." This is a required field.

Describe in detail the incident(s) that resulted in the above action or pending disciplinary action.: You must submit a concise description, in your own words, of what happened. You are limited to 500 characters in this field. If you answered, "yes" to the questions above regarding children, school grounds or school hours, please explain why you answered "yes."

DETAILED INSTRUCTIONS FOR QUESTION 8

Question 8. Aside from information that may be shown below, have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service for teaching:

- revoked;
- and/or otherwise subjected to any other disciplinary action (including an action that was stayed) for cause;

in California or any other state or place?

Documents you must provide, if available:

If your credential was subjected to any disciplinary action by the Commission, you do not have to provide the records.

If your credential was subjected to disciplinary action by another agency, you must provide, if available:

- Investigation reports
- Letters from licensing agency
- School district investigation reports
- Police reports
- Statement of charges, accusations
- Accusation
- Request for hearing, final decision
- Letter of resignation or retirement
- Settlement agreements

You will be asked online

Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service or teaching, revoked and/or otherwise subjected to any other disciplinary action (including an action that was stayed) for cause in California or any other state or place? Select yes or no

If you answered "no," you can proceed to the question 9 by selecting "next." If you answered "yes," you should continue to the next question below.

Was the action taken by the California Commission on Teacher Credentialing? Select "yes" or "no."

If the action was taken by the Commission, you do not need to provide records. If the action was taken by another state, please provide details by clicking "next."

Agency name: Enter the full name without initials or abbreviations. This is a required field.

Agency address: Enter full address and zip code. This is a required field.

Contact name: Enter any known contact person.

Contact phone number: Include area code

Disciplinary action taken: Select the action taken or select "other." This is a required field.

Enter details here if "other" was selected above:

Credential name: Enter the name without initials or abbreviations

When was the action taken? Select the date. This is a required field.

Were children involved? Select "yes" or "no." This is a required field.

Did the incident occur on school grounds? Select "yes" or "no." This is a required field.

Did the incident occur during school hours? Select "yes" or "no." This is a required field.

Please provide a detailed explanation regarding the incident(s) that resulted in the above action.

If you answered "yes" to the questions above regarding children, school grounds or school hours, explain in detail: You must submit a concise description, in your own words, of what happened. You are limited to 500 characters in this field. If you answered, "yes" to the questions above regarding children, school grounds or school hours, please explain why you answered "yes." This is a required field.

DETAILED INSTRUCTIONS FOR QUESTION 9

Question 9. Aside from information that may be shown below, have you ever had any professional or vocational (not teaching or educational) license:

- revoked;
- and/or otherwise subjected to any other disciplinary action (including an action that was stayed) for cause;

in California or any other state or place?

Do not disclose: Final teaching licensing actions should be disclosed in question 8.

Documents you must provide, if available:

- Investigation reports
- Letters from licensing agency
- Police reports
- Statement of charges
- Accusation
- Request for hearing
- Final decision
- Settlement agreements

You will be asked online

Agency name: Enter the full name without initials or abbreviations. This is a required field.

Agency address: Enter full address and zip code. This is a required field.

Contact name: Enter any known contact person.

Contact phone number: Include area code.

Disciplinary action taken: Select the action taken or select "other."

Enter details here if "other" was selected above:

License name: Enter the full name without initials or abbreviations

License number:

When was the action taken? Select the date. This is a required field.

Were children involved? Select "yes" or "no." This is a required field.

Did the incident occur on school grounds? Select "yes" or "no." This is a required field.

Did the incident occur during school hours? Select "yes" or "no." This is a required field.

Please provide a detailed explanation regarding the incident(s) that resulted in the above action.

If you answered "yes" to the questions above regarding children, school grounds or school hours, explain in detail: You must submit a concise description, in your own words, of what happened. You are limited to 500 characters in this field. If you answered, "yes" to the questions above regarding children, school grounds or school hours, please explain why you answered "yes." This is a required field.

DETAILED INSTRUCTIONS FOR QUESTION 10

Question 10. Aside from information that may be shown below, have you ever had any application for a credential, including but not limited to, any Certificate of Clearance, permit, credential, license, or other document authorizing public school service or teaching:

- denied;
- and/or rejected for cause;

in California or any other state or place?

Do not disclose: You do not have to disclose any action taken by the Commission because we have the records.

Documents you must provide, if available:

If your application was denied for disciplinary reasons by the Commission, you do not have to provide the records. But if your application was denied for disciplinary reasons by another agency, you must provide the documents below, if available:

- School district investigation reports
- Police report
- Statement of Charges
- Accusation or Statement of Issues
- Request for hearing, final decision
- Letter of resignation or retirement
- Settlement agreements
- Any and all related documents

You will be asked online

Have you ever had any application for a credential, including but not limited to, any Certificate of Clearance, permit, credential, license, or other document authorizing public school service or teaching, denied rejected for cause in California or any other state or place?

If you answered "no," you can proceed to the next question by selecting "next."

Did the California Commission on Teacher Credentialing deny or reject the application?

If the action was taken by the Commission, you do not need to provide records. If the action was taken by another state, please provide details by clicking "next."

Agency name: Enter the full name without initials or abbreviations. This is a required field.

Agency address: Enter full address and zip code

Contact name: Enter any known contact person.

Contact phone number: Include area code

Disciplinary action taken: Select denied, rejected for cause or other

Enter details here if "Other" was selected above:

Credential or license name: Enter the full name without initials or abbreviations.

Credential or license number: Enter the denied credential or license number or unique identifier, if there was one.

When was the action taken? Select date.

Were children involved? Select "yes" or "no." This is a required field.

Did the incident occur on school grounds? Select "yes" or "no." This is a required field.

Did the incident occur during school hours? Select "yes" or "no." This is a required field.

Please provide a detailed explanation regarding the incident(s) that resulted in the above action. If you answered "yes" to the questions above regarding children, school grounds or school hours, explain in detail: You must submit a concise description, in your own words, of what happened. You are limited to 500 characters in this field. If you answered, "yes" to the questions above regarding children, school grounds or school hours, please explain why you answered "yes." This is a required field.